

**BY ORDER OF THE COMMANDER  
11TH WING (AFDW)**



**AIR FORCE INSTRUCTION 36-2502  
JOINT BASE ANDREWS NAVAL AIR  
FACILITY WASHINGTON**

**Supplement**

**11 JULY 2013**

**Personnel**

**SENIOR AIRMAN BELOW-THE-  
ZONE PROMOTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 11 FSS/FSMP

Certified by: 11 WG/CC  
(Col William M. Knight)

Pages: 18

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This instruction implements AFI 36-2502, *Airman Promotion/Demotion Programs*. It establishes procedures, policy, and responsibilities for the Joint Base Andrews (JBA) community, and applies to all squadrons, to include associate/tenant units, serviced by JBA. This instruction is provided to explain and standardize the processing procedures for the Senior Airman (SrA) Below-The-Zone (BTZ) promotion program. The Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction and AFI 36-2502. The CBB will be composed of three separate wings (11 WG/89 AW/79 MDW). Large units will utilize the procedures outlined in this instruction while conducting their unit boards/selections.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

## **1. Program Objective:**

1.1. The SrA BTZ promotion program provides a one-time consideration for early promotion. The program provides exceptionally well-qualified Airman First Class (A1C) to be considered for promotion 6 months prior to the fully qualified point of promotion. Selection opportunity is 15 percent of the total time-in-grade (TIG) and time-in-service (TIS) eligible population.

## **2. Roles and Responsibilities:**

### **2.1. 11 WG/CC:**

2.1.1. The 11 WG/CC is the convening authority for the SrA BTZ promotion program process. The Commander formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

### **2.2. 11 WG/CCC:**

2.2.1. The 11th Wing Command Chief provides program direction and guidance to include coordination on all correspondence/information on the program. The 11 WG/CCC coordinates with the Military Personnel Section (MPS) on scheduling BTZ board dates annually and selects individuals to serve on the selection board no later than (NLT) 2 weeks prior to the board date.

### **2.3. MPS Chief (11 FSS/FSMP):**

2.3.1. The MPS Chief has approval authority for supplemental consideration for those not previously considered.

2.3.2. The MPS will coordinate with all other associated/assigned units on JBA to make up the CBB (for small units/6 or less eligible) which will consist of a board President (11 WG/CCC or designee), and four senior noncommissioned officers, and a MPS representative to be the board recorder. Each board will have a representative from at least each of the following wings: 11 WG, 89 AW, and 79 MDW

### **2.4. Unit Commanders:**

2.4.1. Unit commanders are required to recommend eligible members for consideration and also after selection recommend for promotion before promotion effective date ([Attachment 7](#)).

2.4.2. Commanders are responsible for doing a quality check of all Airmen on the BTZ roster for their respective unit. Commanders must make sure airmen are eligible for consideration and have no negative quality indicators pending. Commanders must review all EPRs and the member's Personal Information File. Commanders should discuss nominations with the member's supervisors/rating chain prior to making a nomination decision. Individuals submitted for nomination will be the very best performers, exemplify a positive role model for others, and clearly deserve the recognition.

2.4.2.1. Commanders will ensure Airmen non-recommended to meet the board are notified either verbally or in writing.

### **2.5. MPS:**

2.5.1. Act as the overall OPR for JBA's CBB and as the board recorder.

2.5.2. Distribute BTZ unit eligibility rosters; notify squadrons of the number of promotion quotas to be considered by the large units and procedures for submitting to CBB according to the BTZ timeline for small units.

2.5.3. Collect eligible rosters and AF IMT 1206, *Nomination for Award*, from squadrons.

2.5.4. Identify date/time and location of the CBB.

2.5.5. Suspend small units to forward a complete nomination package on any nominee to the MPS no later than 2 weeks before the board date. Late submissions will not be accepted.

2.5.6. Suspend large units to provide selectee names by established suspense.

2.5.7. Prepare a nomination package/folder on each nominee for the CBB to include a BTZ RIP, copies of all decoration citations, and AF IMT 1206 as prescribed in paragraph 6.3. Accomplishments used on the AF IMT 1206 may come from any accomplishment from the time the member entered active duty.

2.5.8. Screen each nomination package and return questionable nominations (i.e., unfavorable information file, physical fitness program, etc.).

2.5.9. Email nomination package on each nominee meeting the CBB and score sheet to all board members and board president prior to the CBB for their review and scoring/ranking.

2.5.10. Coordinate changes as necessary with the 11 WG/CCC and nominating units.

2.5.11. Prepare a report based on the findings of the CBB. The report will contain a list of board members, board recorder, list of the nominees and order of merit (identifying total score and select/non-select status), and cutoff score. This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The report should be signed by the board president, and coordinated through the respective WG/CC for approval.

2.5.12. Project BTZ promotions as soon as possible in the Military Personnel Data System (MilPDS).

2.5.13. Brief unit commanders on removal and withhold policies and procedures. If a BTZ selectee is removed and the first alternate selectee's DOR is past due, they will receive the original BTZ DOR and an effective date corresponding to the date of their unit commander's approval. The MPS will assist the Airman in applying for a retroactive promotion effective date to HQ AFPC/DPSOE according to AFI 36-2502, paragraph 1.13.

### **3. Eligibility:**

3.1. A1Cs must meet the requirements in AFI 36-2502, Table 2.1, Rule 1, note 4 and have 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first, and possess a 3-skill level. A1Cs must be recommended by their commander via a BTZ roster with signature.

### **4. BTZ Schedule Timeline.**

**Table 4.1. (BTZ Schedule Timeline) .**

Processing Months	Selection/Board Months	Promotion Months
Jan – Feb	Mar	Apr – Jun
Apr – May	Jun	Jul – Sep
Jul – Aug	Sep	Oct – Dec
Oct – Nov	Dec	Jan – Mar

#### 4.1. BTZ Procedure Timelines:

4.1.1. 1-10th of the beginning processing month (Jan/Apr/Jul/Oct): Rosters are sent out to units; notification is then made whether the unit qualifies for a large or small unit.

4.1.2. NLT 2nd week of the second processing month (Feb/May/Aug/Nov): Rosters are due back to MPS with commander's signatures identifying eligibles or non-eligibles.

4.1.3. 25th of the second processing month: AF IMT 1206s are due to MPS.

4.1.4. NLT 2nd week of the selection/board month (Mar/Jun/Sep/Dec): Board will convene and announcement of selections will be finalized.

### 5. BTZ Authorized Quotas:

5.1. BTZ quotas are based on 15 percent of the eligible population (based on TIG and TIS only). Units with 7 or more eligible Airmen will receive unit quotas and promote at the unit level. Units with 6 or less eligible will submit their qualified nominees to the MPS Career Development section, 11 [FSS.CAREERDEVELOPMENT@AFNCR.AF.MIL](mailto:FSS.CAREERDEVELOPMENT@AFNCR.AF.MIL) to meet the CBB.

**Figure 5.1. BTZ Quotas.**

Computation: Eligibles multiplied by 15 percent equals the quota.				
Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ Quotas. Fractions of 0.5 or more are rounded up.				
Distribution:	Eligibles	Quota	Eligibles	Quota
Small Units	02-06	01 to CBB		
CBB	02-06	01		
Large Units/CBB	07-09	01	37-43	06
Large Units/CBB	10-16	02	44-49	07
Large Units/CBB	17-23	03	50-56	08
Large Units/CBB	24-29	04	57-63	09
Large Units/CBB	30-36	05	64-70	10

### 6. Board Procedures:

#### 6.1. Large Units Selection Procedures:

6.1.1. Large units (squadrons with 7 or more eligible) may select 15 percent of their eligibles for promotion (See [Figure 5.1](#)). Unit commanders may elect not to use the full quota.

6.1.2. Selection boards will conform to the same standards established for the CBB (See paragraph 10) and the board must be held no earlier than the 1st week of the selection month and not later than the 2nd week of the selection/board month. This requirement is imposed to ensure fair, equitable, and timely promotion consideration throughout the JBA community.

6.1.3. Upon identifying the unit selectees, the commander must provide the board minutes ([Attachment 5](#)), a written promotion recommendation, and the signed unit BTZ eligibility listing to the MPS Career Development by the suspense date established on the BTZ cover letter ([Attachment 2](#)). Commanders may notify selectees/non-selectees of their status either verbally or in writing after the respective WG/CC's approval of their CBB results.

## 6.2. Small Units Selection Procedures:

6.2.1. Small Units (squadrons with 6 or less eligible) are combined into one pool of eligibles for each wing to form the CBB population. However, small units are not required to submit a nominee if the quality is not there. Ensure a negative reply is sent to the MPS Career Development Element.

6.2.1.1. Negative replies are required. The CBB will always be a records-only board unless otherwise stated on cover letter ([Attachment 2](#)).

6.2.2. The CBB will convene with the board president. Each wing on JBA will compete amongst themselves for their respective wing quota(s) based on total number of eligibles. The three wings will convene simultaneously at the CBB utilizing the same board president and board members; however, the scores are racked and stacked for each wing (11 WG, 89 AW, and 79 MDW) and selects will be awarded according to the respective wing quota.

6.2.2.1. If either the 79 MDW or 89 AW do not have enough eligibles to earn a quota within their wing then their eligibles will compete with 11 WG. The number of eligibles will be added to the 11 WG to determine the quota.

## 6.3. BTZ Nomination Procedures:

6.3.1. Commanders must provide an AF IMT 1206 that consist of a maximum of 15 lines, singled-spaced bullets not including topic headings. Commanders can also submit airman's decorations with the Nomination for Award. Late submissions will not be accepted.

6.3.1.1. AF IMT 1206 will consist of the following headings ([Attachment 3](#)):

- Leadership and Job Performance in Primary Duties (9 bullets)
- Training, Education and Self-Improvement Efforts (3 bullets)
- Other Accomplishments (3 bullets)

6.3.2. Once all packages have been submitted to the MPS Career Development, BTZ RIPs will be ordered and reviewed.

## 6.4. Selection Folders:

6.4.1. The selection folders will contain: MilPDS generated BTZ RIP, AF IMT 1206, and decoration citation(s). Large units are responsible for creating their own selection folders.

6.4.2. An approved decoration may be filed in an individual's record any time up until the date of the board. Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened. However, the 11 WG/CCC can reconvene the board as long as the selections have not been announced.

6.4.3. Board Composition:

6.4.3.1. The board will consist of a Command Chief Master Sergeant (CCM) or designated Chief appointed by the 11 WG/CCC, four senior noncommissioned officers (selected by the CCMs from the 11 WG, 89 AW, and 79 MDW), comprised of Air Force members from the JBA community and include a non-voting recorder from the MPS. The 11 WG/CCC or appointed Chief will be the board president. The 11 WG/CCC will give the MPS Career Development the names of the board members NLT 2 weeks prior to the board date.

6.4.3.2. Board members will be notified of their selection via email and provided guidance on the BTZ board procedures. The Board President and MPS representative will administer the oaths as outlined in paragraphs 7.3.1 and 7.3.2. and ensure board members are briefed on the Air Force and JBA BTZ policies.

**7. Board President Responsibilities:**

7.1. Board president will be familiar with AFI 36-2502 and this instruction to ensure strict instructions/procedures are followed during the BTZ board and oversee board operations.

7.2. Ensures the fair and equitable consideration of each nominee. The AF IMT 1206 will be used to evaluate the following three factors: (1) Leadership and Job Performance, (2) Training, Education and Self-Improvement Efforts, and (3) Other Accomplishments.

7.3. Oath for the board president/members and board recorder:

7.3.1. MPS representative will administer the Oath to the board president/members:

**Note:** "I SOLEMNLY AFFIRM THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE."

7.3.2. The board president will administer the Oath to the recorder:

**Note:** "I SOLEMNLY AFFIRM THAT I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF THIS BOARD."

7.3.3. In the event there is a tie between Airmen, the president will be the deciding authority.

7.3.4. The president manages the board and can decide to discuss and resolve differences in rankings. Only discussion in regards to the content of the selection package will be allowed. The president is the deciding authority.

**8. Board Members Responsibilities:**

- 8.1. Board members will be familiar with AFI 36-2502 and ensure strict adherence to this instruction during BTZ Board.
- 8.2. Once board members receive email packages from the MPS they will not forward, discuss or ask questions to or with anyone other than the board president or MPS representative.
- 8.3. Judge the importance of each bullet based on intellect, experience, and common sense. Only discussion in regards to the content of the selection package will be allowed.
- 8.4. Grade each nomination package individually, awarding points based on three factors: (1) Leadership and Job Performance, (2) Training, Education and Self-Improvement Efforts, and (3) Other Accomplishments.
- 8.5. Review each nominee package and rank accordingly. It is important to take notes during the ranking process to be prepared to openly discuss ranking considerations if the board president deems necessary.
- 8.6. Arrive at the CBB with a copy of all packages and ranking for each nominee.

**9. Board Recorder Responsibilities:**

- 9.1. Ensures each board member receives complete nomination packages on each nominee submitted for BTZ Board.
- 9.2. The board recorder will record each board member's score and ranking of each nominee. Rankings of each nominee will be tallied for an overall ranking according to member's assigned wing.

**10. Day of Board Procedures:**

- 10.1. Shut door in conference room once all board members arrive.
- 10.2. The MPS representative and board president will present the oaths prior to starting the board.
- 10.3. If a board member has not completed his/her score sheet, all board members will wait until he/she completes the scoring.
- 10.4. Retrieve score sheets from each board member.
- 10.5. The board recorder will tally the ranking on the master score sheet.
- 10.6. In the event of a tie, the board president will break the tie (board members can discuss the decision).
- 10.7. Once rankings have been calculated, announce to the board members the recommended selections and their rankings.
- 10.8. At the end of the board, ask the board members for feedback.
- 10.9. Write down the adjournment time as required by the memorandum. Upon board completion, all board members turn in score/ranking sheets and selection packages to the board recorder.
- 10.10. Complete each wing's memorandum.

## **11. Scoring Scale/Selection Procedures:**

11.1. Each nominee is evaluated based upon facts contained in the AF IMT 1206, BTZ RIP and decorations. Board members will score each individual separately and rank all nominees with no ties. The board will consider the following areas: Leadership and Performance in Primary Duties, Training, Education and Self-improvement Efforts, and Other Accomplishments on the worksheets provided.

11.1.1. The board president is responsible for resolving differences in the ranking process.

11.2. The MPS recorder reviews score sheets and arrange nominees in order of merit after adding rankings (lowest score is top nominee and highest score is bottom nominee). Then the approved promotion quota will be applied for each wing to determine BTZ selection. MPS prepares reports based on the outcome of the CBB ([Attachment 4](#)).

11.2.1. The reports should contain a list of board members, board recorder, order of merit (identifying total ranking score and select/non-select status), and cutoff scores. This ensures alternates are identified in the event the selectee(s) become ineligible for promotion.

11.2.2. The report should be signed by the board recorder, board president, and coordinated through each wing (11 WG/CC, 89 AW/CC, and 79 MDW/CC) for approval.

11.3. In the event of a tie, the Board President will be the deciding authority.

11.4. If an airman was not considered during the eligible quarter board and the error is discovered before BTZ selections are announced, large unit commanders will consider the airman and adjust selections accordingly; the CBB will reconvene to consider small unit eligibles, and selections are adjusted accordingly. If discovered after selections are announced, request supplemental BTZ considerations according to AFI 36-2502, paragraph 2.5.

11.5. Only outstanding individuals should be selected for early advancement, the board may elect not to use the full quota.

11.6. A board report containing a list of board members, board recorder, nominee order of merit (identifying total score and select/non-select status) will be signed by the board recorder and board president before forwarding to the respective WG/CC for approval. The WG/CC considers the board's recommendations and makes final approval.

11.7. Two alternate non-selectees are identified, based upon their ranking, in the event that a selectee is removed before the effective date. Commanders must remove the selectee versus withholding the promotion.

## **12. ANNOUNCING SELECTIONS:**

12.1. The respective WG Commander approves selections or lines through the non-selectees, and respective WG/CCs or CCMs will announce the results to their unit commanders.

12.2. Commanders of large units approve the selection and will notify selectees of his/her status and return the signed unit listing along with a written promotion recommendation and board minutes ([Attachment 5](#)) to the MPS Career Development.

## **13. SUPPLEMENTAL CONSIDERATION:**

13.1. Commanders (small or large units) may request supplemental BTZ consideration for those individuals who should have been considered by a previous board and the error was discovered



after promotions were announced ([Attachment 6](#)). Unit commanders provide justification for members not receiving a fair consideration and forwards fully documented supplemental request to the MPS for consideration. Supplemental consideration **will not be given** for the following reasons:

- 13.1.1. Incorrect data reflected on the BTZ RIP.
- 13.1.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in personnel records.
- 13.1.3. BTZ eligibility listing not returned to the MPS or individuals were “overlooked” on the listing.
- 13.1.4. Nomination packages or decoration not completed/turned in/approved in time to meet the board.
- 13.2. At the CBB, supplemental nominee(s) will have to score at or above the established promotion cut-off in order to be selected for BTZ. If selected, this will be an additional quota for the wing.

WILLIAM M. KNIGHT, Colonel, USAF  
Commander, 11th Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References:***

AFPD 36-25, *Military Promotion and Demotion*, 21 June 1993

AFI 36-2502, *Airman Promotion/Demotion Programs*, 31 December 2009

## Attachment 2

## BTZ ELIGIBILITY LISTING COVER LETTER



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 11TH WING (AFDW)**  
**JOINT BASE ANDREWS, MARYLAND 20762**

MEMORANDUM FOR \_\_\_\_\_

FROM: 11 FSS/FSMPD

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Unit Eligible List

1. The attached list identifies A1Cs assigned to your unit who may be considered for BTZ promotion to SrA this quarter. They have a date of rank (DOR) within 6 months of the normal fully qualified DOR for promotion to SrA. The instructions apply, as indicated:

\_\_\_ a. Your unit has six or less eligible and may nominate one or more eligible A1Cs to compete before the Centralized Base Board (CBB) to be held on \_\_\_\_\_. *Please underline the name of your nominee(s) who will meet the board, sign the list and return the original along with your nomination package to Career Development NLT*

\_\_\_\_\_.

\_\_\_ b. Your unit has seven or more eligible and may select \_\_\_ A1Cs for SrA BTZ promotion through your own unit selection procedures. Unit selection boards are to convene not earlier than \_\_\_\_\_ but not later than \_\_\_\_\_. *Please return the signed unit listing, along with your unit's board minutes to Career Development NLT \_\_\_\_\_ to ensure timely update of personnel and pay data.*

2. The SrA BTZ Unit Eligibility Listing is in three parts. Part I identifies promotion eligible A1Cs. Part II lists "questionable promotion eligibles" (individuals with quality indicators) who may not be qualified for BTZ promotion. Part III lists A1Cs who meet the TIG and TIS requirements, but who cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, Table 1.1.

3. Carefully review quality indicators (i.e., low EPR ratings, UIFs, etc.) before making your selections. If the quality is not there, you are not required to use your full quota or even nominate/select any or all of your eligibles. If no eligibles are selected, clearly state so, sign and return the roster.

4. Airmen must have a 3-skill level to be promoted to SrA. Process PAFSC skill level waivers for A1Cs with a 1-skill level according to AFI 36-2502, Table 2.1. On the BTZ roster, if the

airman has a 3-skill level, disregard the note “PAFSC skill level too low.” However, if the airman does not have a 3-skill level, determine eligibility for a PAFSC skill level waiver and process accordingly. Skill level requirements must be met by the effective date of promotion to SrA.

5. For a member who is projected or may have already departed your unit, you may still be required to consider them for BTZ promotion. If the report not later than date (RNLTLD) is the first day of the first processing month (January, April, July, or October) or later, then they must be considered by the losing unit. Please contact us for instructions on these procedures.

6. If you have any questions, please contact the MPS, Career Development Element at 301-981-1776 opt 2.

FIRST MI. LAST NAME, Rank, USAF  
NCOIC, Enlisted Promotions

Attachment: Eligible Personnel for BTZ Consideration Listing

**Attachment 3****AF IMT 1206 FORMAT**

**Note:** Use the following Headings:

LEADERSHIP AND PERFORMANCE IN PRIMARY DUTIES: (9 Bullets). TRAINING,  
EDUCATION AND SELF-IMPROVEMENT EFFORTS: (3 Bullets). OTHER  
ACCOMPLISHMENTS: (3 Bullets).

- List any accomplishment from the time the member entered active duty until the 25th day of the 2nd processing month (Feb, May, Aug, and Nov)
- Must be in bullets format
- Maximum of fifteen lines (not including headings)
- Forward to Career Developments NLT 25th day of the 2nd processing month (Feb, May, Aug, and Nov)

**Figure A3.1. AF IMT 1206 Format.**

<b>AWARD:</b>	<b>CATEGORY:</b>	<b>AWARD PERIOD:</b>
Senior Airman Below-the-Zone Nominee	N/A	N/A

<b>RANK/NAME OF NOMINEE:</b>	<b>MAJCOM:</b>
A1C/John M. Doe	AFDW

<b>DAFSC/DUTY TITLE:</b>	<b>NOMINEE'S TELEPHONE:</b>
3A051/Information Management Specialist	DSN: 858-1112 & Comm (301) 981-1112

**UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE:**  
11 CES/CCXX/ 1234 E. Perimeter Rd, Joint Base Andrews, MD 20762

**RANK/NAME OF UNIT COMMANDER / COMMANDER'S TELEPHONE:**  
Lt Col/Brian T. Commander / DSN: 858-1111 & Comm (301) 981-1111

**SPECIFIC ACCOMPLISHMENTS:**

## Attachment 4

## CBB SAMPLE BOARD MINUTES



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 11TH WING (AFDW)**  
**JOINT BASE ANDREWS, MARYLAND 20762**

MEMORANDUM FOR WG/CC

FROM: 11 FSS/FSMPD

SUBJECT: Centralized Base Board Senior Airman Below-the-Zone Promotion Board Minutes

1. The Centralized Base Senior Airman Below-the-Zone Promotion Board for the calendar quarter \_\_\_\_\_ convened on \_\_\_\_\_ in room \_\_\_\_\_ at Bldg \_\_\_\_\_.

Board members were:

<u>Grade/Name</u>	<u>Organization</u>	<u>Position</u>
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2. The board considered \_\_\_\_\_ nominees. The board had a quota of \_\_\_\_\_ selectees. The board's recommendation is summarized below:

<u>Grade/Name</u>	<u>Organization</u>	<u>Status/Rank</u>	<u>DOR</u>
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FIRST MI. LAST, Rank, USAF  
 Board Recorder

FIRST MI. LAST, Rank, USAF  
 Board President

1st Ind, WG/CC, (date of the letter), CBB SrA BTZ Promotion Board Minutes

11 WG/CC

Date

MEMORANDUM FOR 11 FSS/FSMPD

Approved/Disapproved.

FIRST MI. LAST, Colonel, USAF  
Commander

## Attachment 5

## LARGE UNIT SAMPLE BOARD MINUTES



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 11TH WING (AFDW)**  
**JOINT BASE ANDREWS, MARYLAND 20762**

MEMORANDUM FOR 11 FSS/FSMPD

FROM: WG/CC

SUBJECT: Senior Airman Below-the-Zone Unit Promotion Board

1. The (UNIT) Senior Airman Below-the-Zone Promotion Board for the calendar quarter \_\_\_\_\_ convened on \_\_\_\_\_ in room \_\_\_\_\_ at Bldg \_\_\_\_\_.  
 Board members and board recorder were:

<u>Grade/Name</u>	<u>Organization</u>	<u>Position</u>
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2. The board considered \_\_\_\_\_ nominees. The board had a quota of \_\_\_\_\_ selectees. The board's recommendation is summarized below:

<u>Grade/Name</u>	<u>Organization</u>	<u>Status/Rank</u>	<u>DOR</u>
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FIRST MI. LAST, Rank, USAF  
 Board President

FIRST MI. LAST, Rank, USAF  
 Board Recorder

FIRST MI. LAST, Rank, USAF  
 Commander



Attachment 6

REQUEST FOR SUPPLEMENTAL PROMOTION CONSIDERATION LETTER



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 11TH WING (AFDW)  
JOINT BASE ANDREWS, MARYLAND 20762

MEMORANDUM FOR 11 FSS/FSMP

FROM: (Unit/CC)

SUBJECT: Request for Supplemental Promotion Consideration

1. Request for supplemental promotion consideration for Rank, Last, First Name, SSAN to the Senior Airman (E-4) Below-the-Zone Program.
2. Provide full justification for request.

FIRST MI. LAST NAME, Rank, USAF  
Commander

1st Ind, 11 FSS/FSMP

MEMORANDUM FOR \_\_\_\_\_/CC

Approved/disapproved.

FIRST MI. LAST, Rank, USAF  
Chief, Military Personnel Section

## Attachment 7

## BTZ SELECTION NOTIFICATION LETTER



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 11TH WING (AFDW)**  
**JOINT BASE ANDREWS, MARYLAND 20762**

MEMORANDUM FOR \_\_\_\_\_

FROM: \_\_\_\_/CC

SUBJECT: Senior Airman Below-the-Zone Selection Notification

1. A1C John D. Doe has been selected to Senior Airman under the SrA Below-the-Zone Program. According to AFI 36-2502, I am recommending him/her for promotion to SrA with a DOR of \_\_\_\_\_.
2. If he/she becomes ineligible for promotion for reasons listed in AFI 36-2502, Table 1.2. (including under investigation) prior to the effective date, the promotion will be removed and given to the next alternate.

FIRST MI. LAST, Rank, USAF  
Commander